



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	December 5, 2013	<b>Closing Date:</b>	December 19, 2013
<b>Job Title:</b>	Licensing Clerk	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	073307	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Montgomery County Rockville, Maryland	<b>Grade/Entry Salary:</b>	J05 \$27,576 - \$32,636
		<b>Financial Disclosure:</b>	No

### **Regular State employees subject to promotion/demotion policy**

**Essential Functions:** Assists the public in person or by phone with business applications determining type of license needed. Calculates fees, applicable state or county penalties and verify county tax status. Refers public to appropriate county or state office or website to obtain additional information. Process marriage license applications through cash register, issue licenses and provides information regarding civil ceremonies as well as performs civil marriage ceremonies. Performs notary procedures and administers oaths of various offices. Complete paperwork, enter data, verify data, index information and collects fees for various license applications. Process daily mail to include business applications, outside marriage ceremony returns, certified copy requests, notary commissions and correspondence relating to all areas of the Licensing department which may involve research and reply. Prepares certified copies of records. Collects fees, validates through cash register and performs daily reconciliation of cash register drawer. Performs other duties in Clerk's Office as assigned.

**Education:** High School Diploma or GED.

**Experience:** Minimum of one year of related experience.

**Skills/Abilities:** Ability to work in an office environment and perform general clerical skills. Strong customer service skills. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Basic math skills and ability to compute rates and percentages. Cashiering skills, including ability to use a computerized cash register and correctly make change. Good organizational skills. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to learn court specific software necessary to perform functions of the position. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

**Circuit Court for Montgomery County  
Montgomery County Judicial Center  
50 Maryland Avenue  
Rockville, MD 20850  
ATTN: Loretta Knight, Clerk of Court**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.**